

## EAST CHINA CHARTER TOWNSHIP

### OFFICIAL PROCEEDINGS

MAY 16, 2022

**CALL TO ORDER** – Supervisor Westrick called the meeting to order at 7:33 p.m., with Clerk Mattei, Treasurer Hart, and Trustees Blackstock, Babel, Knotts, and Reichle. Township Manager Cindy Paperelli also present.

#### **PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA** – Trustee Reichle, supported by Treasurer Hart, moved to approve the Agenda as presented. Carried.

**MINUTES** – Trustee Babel, supported by Trustee Reichle, moved to approve the Minutes of May 2, 2022. Carried.

**PUBLIC COMMENT** – None.

**CONSENT AGENDA** – Trustee Reichle, supported by Trustee Babel, moved to accept the Consent Agenda items as follows: Financial Reports for April 2022, Marine City & St. Clair Fire Reports for April 2022, Park Minutes for April 2022, Historical Commission Minutes for April 2022. Carried.

**DISBURSEMENTS** – Clerk Mattei, supported by Treasurer Hart, moved to approve Invoices \$109,993.40, Payroll Direct Deposits \$38,593.32, Payroll \$213.12, Accounts Payable \$53,426.55, EFT's \$59,103.44, E-Check \$302.30. Roll call vote: Yea: Hart, Blackstock, Reichle, Babel, Westrick, Knotts, Mattei. Carried.

#### **OLD BUSINESS**

**OB 1** – Trustee Knotts, supported by Supervisor Westrick, moved to approve engaging the services of Bendzinski & Co. Municipal Financial Advisors and authorize the Township Manager to sign a Letter of Agreement, with corrected associated costs proposed of \$30,265 for the DWSRF project. Roll call vote: Yea: Mattei, Knotts, Hart, Reichle, Babel, Blackstock, and Westrick. Carried.

#### **NEW BUSINESS**

**NB 1** – Clerk Mattei, supported by Supervisor Westrick, moved to approve final payment to Lawrence M. Clarke for completion of the Meisner Road Pump Station Rehabilitation & Belle River Bypass in the amount of \$14,055.75. GL#590-539-970.08. Roll call vote: Yea: Hart, Babel, Blackstock, Reichle, Knotts, Mattei, and Westrick. Carried.

**NB 2** – Trustee Blackstock, supported by Trustee Babel, moved to approve a \$807 payment to SEMCOG for annual membership dues. Roll call vote: Yea: Hart, Babel, Blackstock, Reichle, Knotts, Mattei, Westrick. Carried.

**NB 3** – Treasurer Hart, supported by Trustee Knotts, moved to adopt Resolution 06-2022 Credit Card Policy & Procedures. Carried.

**RESOLUTION 06- 2022**  
**CREDIT CARD POLICY & PROCEDURES**

East China Charter Township  
County of St. Clair, Michigan

Minutes of a regular meeting of the Township Board of East China Charter Township, County of St. Clair, Michigan, held in the Township Hall on the 16<sup>th</sup> day of **May, 2022**.

**PRESENT:** Westrick, Mattei, Hart, Blackstock, Babel, Reichle, Knotts.

**ABSENT:** None.

The following Resolution was offered by Member Hart and supported by Member Knotts.

**WHEREAS**, the Michigan Public Act 266 of 1995 requires all municipalities to have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the municipality.

**NOW, THEREFORE, BE IT RESOLVED**, that the following policy and procedures shall govern the use of credit cards for official Township business:

**POLICY & PROCEDURE FOR CREDIT CARD USE:**

- A. *Issuance of Credit Cards:*** Credit cards are only issued to Department Heads/Managers of the Township or by approval of the Township Board and overseen by the Township Manager for issuance and compliance. Any credit card shall have an authorized spending limit as approved by the Township Board.

Township Manager shall maintain a current list of all credit cards owned by the Township, along with the name of the employee who was issued the credit card, the credit card number and pertinent information, the credit limit established, the date the credit card was issued, the date the credit card was returned and a signed copy of acknowledgement of receiving and complying to the credit card policy and procedure document.

The employee who is issued a credit card is responsible for its protection and custody. If the credit card is lost, stolen or has fraudulent activity, the Township Manager is to be notified as soon as possible. The entity issuing the lost, stolen or fraudulent activity shall be immediately notified to cancel the credit card.

The employee who is issued a credit card shall return the credit card to the Township Manager immediately upon termination of his/her employment with the Township before receiving his/her last paycheck.

- B. *Card Use:*** The use of credit cards for township business shall be honored by any merchant or vendor who accepts said credit card. The township credit cards shall be

used only for the purchase of goods and services that are for the official business of East China Township.

Township credit cards shall not be used for any personal expenses, cash advances, or other merchant category exclusions (i.e. tobacco products, lottery, alcohol or liquor). The township employee may only purchase goods or services for their own department under their issued credit card. Purchasing of goods or services 'cross-departments' may only be done with approval of the Township Manager.

- C. **Transaction Procedures:** When using a township credit card, authorized employees are required to follow certain procedures regarding the credit card transactions. Transactions may be performed in person, over the telephone, through the mail, or via secure online computer connections. If the transaction is in person, present the card to the vendor or merchant and advise that the item(s) is being purchased with a township credit card. If the transaction is via telephone or mail order, the vendor or merchant shall be provided with the credit card account number, expiration date and security code. If the transaction is performed via computer online service, please ensure the use of a secure website transmission. Do not provide credit card information on an unsecured website!

Cardholders shall sign all purchase receipts for validation purposes. The cardholder shall be required to obtain the detailed register receipt for point-of-sale purchases. When ordering over the phone, the cardholder shall request that a detailed purchase receipt be emailed, faxed or post-mailed with the item shipped to the ordering cardholder's attention. When ordering via the internet, a printed copy of the completed order showing details of the item(s) purchased, shall serve as the purchase receipt.

- D. **Procedures for credit card payment:** An East China Township Internal Claim Voucher shall be completed and submitted along with detailed receipts to the Township Bookkeeper within 10 days of the "Received On" date stamped on the statement. The Bookkeeper shall review all claim vouchers and receipts for completeness, and may request missing receipts and/or documents. Once processed for payment, the Bookkeeper will submit all credit card statements and supporting documents to the Township Manager, who will review for compliance to this policy. This process shall in no way hinder payment of credit card balances.

The balance due on any credit card account shall always be paid in full by the date due listed on the credit card statement. Any issues regarding not receiving proper documentation from the cardholder, resulting in late charges may be subject to disciplinary action and repayment of late charges or interest charged by the cardholder.

The Township Treasurer and Township Clerk review all payment checks with documentation before disbursements are approved at the Township Board of Trustees meetings and shall note any discrepancies. The Township Board receives the disbursement report in their board meeting agenda packet to review as well, and should not approve a payment until all credit card transactions have been verified.

- E. **Lost or Non-Itemized Receipts:** If the cardholder has lost receipts and a duplicate cannot be obtained from the merchant, or the cardholder cannot obtain an itemized receipt from the merchant, the cardholder must submit an East China Township Internal Claim Voucher for each missing or non-itemized receipt. The non-itemized receipt should be attached to the claim voucher. Details indicating the store/vendor, date of transaction, items purchased, individual amounts, and a description of the official business it is for must all be included. A written justification for not having a receipt or itemized receipt is required. Excessive lost receipts will result in disciplinary action and loss of credit card privileges.
- F. **Records of Warranty:** If an item purchased has a warranty included with it, the cardholder must submit any warranty record(s) and itemized receipt for goods or services which are obtained and paid for with their credit card to the Bookkeeper for the proper filing of the warranty and record keeping.
- G. **Penalty for Wrongful Use:** Any employee of East China Charter Township who violates any provision of this policy shall be subject to disciplinary action, up to and possibly including discharge, and/or civil or criminal action as deemed appropriate by the Township Board of Trustees depending upon the severity of the situation. Such actions may include: written reprimand, suspension of credit card privileges, repayment of unauthorized expenses, employment termination.
- H. **Employee Acknowledgement:** A copy of the following agreement (separate from within this Resolution) shall be signed by any employee that is issued a Township credit card and kept on file:

#### **CREDIT CARD USER ACKNOWLEDGEMENT**

I have received a copy of and understand the terms of the Township Credit Card Policy & Procedure Resolution, including the main points below:

1. The credit card is to be used only to make legal purchases for the legitimate business of East China Charter Township.
2. The credit card must be used in accordance with the provisions of the adopted credit card policy and procedure document established by the East China Township Board of Trustees.
3. Each cardholder will receive a statement of purchases charged to their respective account on a monthly basis. All itemized receipts and/or credit card vouchers and all required documentation stated in the credit card policy and procedure document shall be turned into the Bookkeeper within 10 days of the "Received on" date stamped on the statement.
4. The Violation of this agreement will result in disciplinary action, up to and possibly including discharge, and/or civil or criminal action as deemed appropriate by the Township Board of Trustees.

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_ have taken possession of a Township issued credit card, ending in last four numbers of \_\_\_\_\_. I have read, understand, and accept the terms presented in the East China Charter Township’s Credit Card Policy and Procedures and I agree to adhere to them.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Township Manager:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

All previous resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

**AYES:** Westrick, Mattie, Hart, Reichle, Knotts, Babel, Blackstock.

**NAYS:** None.

**RESOLUTION DECLARED ADOPTED.**

**NB 4** – Trustee Knotts, supported by Supervisor Westrick, moved to approve Project Control Engineering to commence project engineering and construction phase work in the estimated amount of \$188,500. This amount does include all inspections, which were previously considered under the contractors’ responsibility to provide. Roll call vote: Yea: Hart, Babel, Blackstock, Reichle, Knotts, Mattei, Westrick. Carried.

**MEMBER COMMENTS** – Trustee Reichle said that Legislature is revising the Freedom of Information Act, considering Bills 5921-5925.

**ADJOURN** – Trustee Reichle, supported by Trustee Knotts, moved to adjourn at 7:53 p.m. Carried.

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Sandra Mattei, Clerk

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Verne Westrick, Supervisor